

TEXAS HOUSE OF REPRESENTATIVES



ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

POSITION: Community Outreach Specialist

LOCATION: Dallas, TX or HD 102 area

SUMMARY:

The District Office of Texas State Representative Ana-Maria Ramos (HD 102) is seeking a highly organized, bilingual, full-time, Community Outreach Specialist. This position involves attending local events with Representative Ramos, building relationships with Garland ISD, creating Steering Committees in the HD 102 area, and keeping an open line of communication with community leaders. Applicants should be fluent in English and Spanish with capabilities of reading, writing, and speaking both languages. The position will be predominately remote with occasional in-office days. Must be available to work 40 hours per week, including occasional weekends and holidays. Start date: ASAP.

ESSENTIAL JOB FUNCTIONS:

- Plan and host community events;
- Maintain an open line of communication between HD 102 constituents and Representative Ramos through creating town halls and community events;
- Assist with the creation of a monthly newsletter;
- Handle event requests, create agendas, and research;
- Create certificates, resolutions, and other materials needed for community awards and

- recognitions;
- Maintain a good working relationship with Representative Ramos, staff, and constituents;
- Reports directly to the Deputy Chief of Staff.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to fluently read, write, and speak in Spanish and English;
- Strong oral and written communication skills in public outreach;
- Comfortability making calls and writing emails to various city leaders;
- Ability to make connections;
- Knowledge about House District 102;
- Responsive to calls, texts, and emails;
- Thoroughness and careful attention to detail;
- Ability to work closely with a team and take direction;
- Be punctual and professional;
- Proficiency in Microsoft Office, Google Suite, Zoom, and Constant Contact.

SALARY:

Salary will be commensurate with experience.

APPLICANTS:

Ideal applicants reside in Dallas, Texas or the HD 102 and are knowledgeable in building community relationships. An interest in communications and public outreach is preferred. Knowledge about the HD 102 community and awareness of current public policy issues is strongly recommended. To apply, please send a resume, cover letter, and three professional references with the subject line “Community Outreach Specialist Position” to Crystal LaCount at crystal.lacount@house.texas.gov. Only applications selected will be contacted for an interview. Thank you for considering joining our team.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.

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